



## **St Joseph's Catholic Primary and School**

### **Clerk to Governors** **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>1. Skills, knowledge and aptitudes</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of the legal framework relating to governance of schools and current developments in education</li> <li>• Able to communicate effectively via telephone, in writing and in person and develop effective working relationships</li> <li>• Effective personal organisational and time management skills</li> <li>• Ability to organise own time and work to deadlines</li> <li>• Competent user of word processing, electronic communications, spreadsheet and database applications</li> </ul>	<ul style="list-style-type: none"> <li>• Have a working knowledge of governance in Catholic or other church schools.</li> </ul>
<b>2. Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Be able to demonstrate a willingness to attend appropriate training and development</li> <li>• GCSE at grade C/level 4 or above or equivalent in mathematics and English Language</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to Governing Board Award – NVQ level 3 – or equivalent</li> </ul>
<b>3. Experience</b>	<ul style="list-style-type: none"> <li>• Relevant personal and professional development;</li> <li>• Working in an environment where experiences included taking initiative and self motivation;</li> <li>• Working as a member of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to improve own practice through observation, evaluation, discussion with colleagues and training.</li> </ul>
<b>4. Personal attributes</b>	<ul style="list-style-type: none"> <li>• Contribute to the school's ethos</li> <li>• Committed to the protection and safeguarding of children.</li> <li>• Be a person of integrity;</li> <li>• Be able to maintain confidentiality;</li> <li>• Be able to remain impartial;</li> <li>• Have a flexible approach to working hours;</li> <li>• Have a positive attitude to personal development and training;</li> <li>• High level interpersonal skills;</li> <li>• Ability to manage workload in a busy environment;</li> <li>• Ability to build and maintain successful relationships with people, treating them consistently with respect and consideration</li> </ul>	